



# R I M Reporter

**Montana State Agency Digitization Forum**

**Tuesday, September 30, 2008**

**9:00 a.m. – 11:30 a.m.**

**Reading Room @ Montana State Library**

**FREE Registration-contact Jennie Stapp [jstapp2@mt.gov](mailto:jstapp2@mt.gov)**

Hosted by Montana Historical Society Research Center, Secretary of State Records and Information Management and the Montana State Library

Are you meeting state requirements for managing your organization's public records? Do you have back-ups of important documents should the originals be damaged or lost? Contact Records and Information Management and let us help you with filing, storage, or other long-term considerations to secure your organization's information.

***Records and Information Management offers:***

**Expertise in creating a management plan**

**Imaging and microfilming services**

**Off-site, secure storage for both hardcopy and digital records**

**Easy retrieval and delivery services for your records**

**CONTACT US FOR THESE OR ANY OTHER RECORDS MANAGEMENT  
NEEDS OR TRAINING**

**Montana Secretary of State, Records and Information Management**

**1320 Bozeman St., Helena, MT 59620**

**444-9000**

**<http://sos.mt.gov/RMB>**